

Environmental Specialist I, Public Services Division

City of Dunedin, Florida Class Description

JOB TITLE: Environmental Specialist I - Stormwater
Public Works Department
Public Services Division

GENERAL STATEMENT OF JOB

Under general supervision, this position will be responsible for all technical and professional activities related to stormwater, primarily those that are required under the federal mandated National Pollutant Discharge Elimination Systems (NPDES) MS4 Permit Program. The position also supports special projects and assignments like sea level rise and resiliency research projects. Performs related administrative work as required. Reports to the Environmental Program Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.

Ensures compliance with applicable standards and requirements, as set forth in the NPDES MS4 Permit through continuous monitoring of projects, policies, and procedures related to the management, operation, and maintenance of the City's Municipal Separate Storm Sewer System.

Drafts water quality implementation plans as required by the NPDES Stormwater Permit

Assist the public and internal City staff with interpretation of environmental regulations and compliance with federal, state and local environmental laws, codes and ordinances.

Conduct field investigations of facilities and stormwater drainage to evaluate compliance with environmental codes and ordinances, recommend modifications to ensure regulatory compliance, and maintain case files for documentation.

Attend pre-construction meetings to discuss erosion control maintenance of construction sites.

Assist in managing the surface water quality and sediment monitoring program. This includes submitting water quality data into the Florida Department of Environmental Protection Watershed Information Network (WIN).

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Collect and maintain technical environmental data, interpret the results of laboratory data, evaluate ecological and environmental impact, and develop reports on specialized studies.

Develops and implements stormwater public education programs for the public, schools, community groups, and businesses. Educational programs may include partnerships with local and state universities for research purposes.

Assists City staff with aquatic and pond plantings in City owned stormwater ponds.

Assist in updating the Stormwater GIS (ESRI) Mapping System.

Performs all duties in compliance with established policies, procedures, schedules, and standards of safety and quality.

Supports and assists with sea level rise and resiliency projects including City of Dunedin's Vulnerability Assessment and Adaption Plan, living shoreline installation, and other resiliency related projects etc.

Prepares and assists with emergency response for events like hurricanes, as directed.

ADDITIONAL JOB FUNCTIONS

Maintains clean and orderly work areas.

Performs routine office work as required, including but not limited to attending meetings, answering the telephone, dispatching crews, typing reports and correspondence.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's Degree in Environmental Science, Biology or a related field, with at least one year of relevant work experience in Stormwater / Environmental Management.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

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SPECIAL REQUIREMENTS

Most possess a valid Florida driver's license.

Florida Department of Environmental Protection (FDEP) Sediment and Erosion Control Certification is preferred.

Must obtain Florida Stormwater Association Level II certification within two years of employment.

This position is Category B for the purposes of Dunedin Emergency Management. The incumbent may be required to be onsite/available as scheduled during times of emergency as declared by the City/County Commission or City Manager.

PERFORMANCE INDICATORS

Knowledge of Job: Has knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Stormwater Environmental Specialist I. Understands specific city, county, state, and federal regulations as they apply to the duties and responsibilities of the position. Has knowledge of planning and development and land use terminology. Must be familiar with the use of modern technology: including computer modeling, digital mapping, and Geographic Information Systems (GIS) software applications. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Is skilled in applying a responsible attention to detail as necessary in preparing records, reports and correspondence. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Must be organized and detail oriented. Has the ability to speak, write, and understand the English language.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate, compute, summate and/or tabulate data and/or information. Includes the ability to perform subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Requires the ability to provide guidance, assistance and/or interpretation to others on how to apply procedures and standards to specific situations. Able to aid fellow employees as necessary. Is able to provide effective

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leadership and supervision as assigned. Performs such within established policies, procedures and standards. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public. Knows how to maintain effective relationships with personnel of other departments, professionals, and members of the public through contact and cooperation.

Equipment, Machinery, Tools and Materials Utilization: Has knowledge of and skill in the use of modern office equipment. Requires the ability to use, operate and/or handle equipment such as a computer, copier, fax machine, telephone, engineer's scale, etc. Is able to type accurately at a rate sufficient for the successful performance of assigned duties. Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools and for materials used in performing essential functions. Has knowledge and skill in operation of a motor vehicle.

Verbal Aptitude: Requires the ability to use a variety of reference and descriptive data and information. Has knowledge of proper English usage, grammar, vocabulary, and spelling.

Mathematical Aptitude: Has knowledge of basic mathematics. Requires the ability to perform addition, subtraction, multiplication and division; to calculate decimals and percentages; to use basic geometric principles.

Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Is able to read and interpret various materials pertaining to the responsibilities of the job.

Situational Reasoning: Requires the ability to exercise the judgment required in situations characterized by repetitive or short-cycle operations covered by set procedures or sequences. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routing tasks. Has the ability to plan, organize and prioritize daily assignments and work activities.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some field data collection; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, drafting, filing and/or the use of office equipment or supplies.

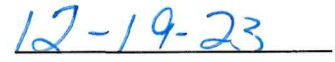
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Sensory Requirements: Some tasks require visual, olfactory, depth and auditory, perception and discrimination as well as oral communications ability.

Environmental Factors: Some tasks require exposure to adverse weather conditions, temperature extremes, wetness/humidity, smoke/dust/pollen/dirt, confined spaces, disease/pathogens, strong odors, machinery hazards, traffic hazards.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.


Public Works Director


Date